

**CITY OF SALINA**  
**POSITION DESCRIPTION**

**CLASS TITLE:** Water Plant Supervisor      **GR:** P      **FLSA:** NE      **DATE:** 12/14/17

**DEPARTMENT:** Utilities      **DIVISION:** Plant Operations/Water Plant

**REPORTS TO:** Plant Operations Manager      **APPROVED:** \_\_\_\_\_      **JOB CODE:**

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**GENERAL DESCRIPTION:**

Under general direction, supervises a group of plant operators and personnel engaged in a wide variety of work involving the operation and maintenance of water treatment facilities, including lime softening water treatment plant, wells, booster pump stations, water storage facilities, and river intake. Work varies and requires significant interpretive judgment within prescribed standards and procedures.

**TYPICAL DUTIES:**

- Plan, schedule and supervise the operation and maintenance of a lime softening water treatment plant and related facilities
- Administer the safety program; investigate accidents and recommend preventative actions
- Liaison with maintenance, laboratory, and operations personnel to assure the treated water meets established standards of quality
- Prepare employee shift schedules and work assignments; evaluate personnel performance as required
- Assist in preparing, analyzing, and filing of paper and digital operational, state, and federal reports
- Maintain and enforce a preventative maintenance program
- Assist in long-range planning, budget preparation, and budget control
- Receive and process complaints; conduct plant tours
- Operate the plant in the event of a temporary operator shortage
- Active participation in City's Continuous Process Improvement (CPI) Program
- Utilize computer based software as necessary to complete assignments
- Perform overtime and respond to after-hours emergencies as needed; perform other duties as assigned

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

Responsible for supervising a group of 12-15 water plant operators and personnel.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

High school diploma or equivalent; five (5) years of progressive experience in lime softening water treatment or related work preferred; two (2) years of experience in a supervisory capacity; possession of or obtain a Kansas Class IV Water Supply System Operator Certificate within one (1) year after Kansas Department of Health and Environment (KDHE) examination eligibility to obtain certification; possession of a valid Kansas driver's license.

**RESIDENCY REQUIREMENTS:**

This position has a 40 minute response time by way of the most direct route and within the posted speed limits or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

**ESSENTIAL DAILY JOB FUNCTIONS:**

Establish and maintain working relationships with employees, officials and the public (Daily)

Establish and enforce safety practices (Daily)

Effectively assign and supervise personnel (Daily)

Apply the knowledge of materials, equipment and procedures to effectively operate a water treatment plant (Daily)

Organize files and maintain accurate paper and electronic records (Daily)

ESSENTIAL DAILY JOB FUNCTIONS cont.:

Maintain and conduct effective system and equipment maintenance programs (Daily)  
Review operation, lab, and regulatory reports (Daily)  
Maintain current knowledge of KDHE and Federal water treatment regulations (Daily)  
Order chemical and maintenance inventory products (Weekly)  
Utilize computer to monitor and control operation of the water treatment plant (Daily)  
Read utility maps and operating instructions (Daily)  
Assist in preparation of sound and accurate budget recommendations and maintain expenditures within budget (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects

**Climbing/Balancing:** Climb inclines and ladders, uneven surfaces, balance required

**Walking:** Extensive amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 20 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential job functions

**Hearing:** Adequate to perform essential job functions

**Speech:** Frequently express ideas and be understood

**Eye/Hand/Foot Coordination:** Occasionally operates precision equipment

**Manual Dexterity:** Frequently operates valves, switches, precision equipment, etc.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside and outside

**Cold/Heat:** Adverse conditions possible

**Wet/Dry:** Adverse conditions possible

**Noise/Vibrations:** Equipment noise

**Hazards:** Moderate exposure to chemicals

**Fumes/Dust/Odors:** Frequent exposure to fumes, odors and dust

**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material

Ability to listen to and apply information and instructions

Ability to organize information for concise written records

Ability to understand and apply mathematical concepts accurately

Ability to utilize electronic media devices

Ability to work in some stressful situations

Ability to meet deadlines

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, two-way radio, computers, digital laboratory and maintenance test equipment, computer based SCADA and asset / preventative software program, hand and power tools, vehicles, trucks, confined space equipment, and Lock-out/Tag-out equipment.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.